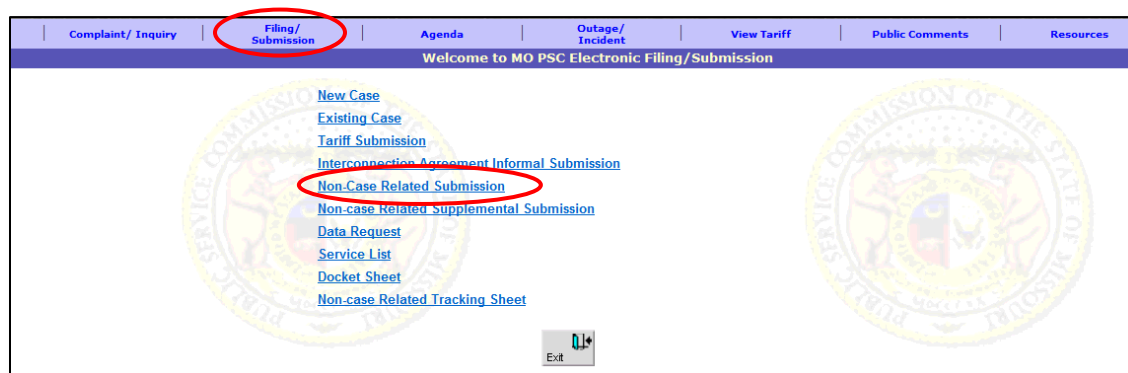


# Missouri Public Service Commission

## EFIS – Submit Non-Case Related ‘Notice of Communication’

To file a non-case related ‘Notice of Communication’ submission:

1. Log on to EFIS.
2. From the Welcome screen, click the ‘**Filing/Submission**’ menu option
3. Select the ‘**Non-Case Related Submission**’ link to continue to the ‘**Non-Case Related Submission**’ screen.



On the ‘Non-Case Related Submission’ screen, complete the following steps:

4. Beside ‘**Type of Utility**’ select the applicable utility type from the drop-down list.
5. Beside ‘**Company**’, select the applicable company name from the drop-down list.
  - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
  - *To select more than one company, press and hold the ‘**Ctrl**’ button on your keyboard and select the next company from the drop-down list.*
6. Beside ‘**Type of Submission**’, select ‘Notice of Communication 4 CSR 240-4’ from the drop-down list.
7. Beside ‘**Applicable Case No.**’, leave this field blank as this is a non-case related filing.
8. Beside ‘**Date Filed**’, do not change the date as it defaults to the current date.
9. Beside ‘**Comment**’, input a brief description of the submission.
10. Select the ‘**Continue**’ button to continue to the ‘**Filing/Submission – Attachment(s)**’ screen.

The screenshot shows the 'Non-Case Related Submission' form. At the top, there is a 'SESSION TIMEOUT WARNING' message. Below the warning, there is a section for 'Required Fields'. The fields are: 'Type of Utility' (Electric), 'Company' (Electric Missouri, Inc.-Investor(Electric)), 'Type of Submission' (Notice of Communications 4 CSR 240-4), 'Applicable Case No.' (blank), 'Date Filed' (7/27/2016), and 'Comments' (Notice of Communication). At the bottom, there is a table with columns 'Sl.No.', 'Attachment(s)', and 'Security Level'. Below the table, there is a 'Continue' button (circled in red) and an 'Exit' button.

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On the ‘Filing/Submission – Attachment(s)’ screen, complete the following steps:

11. Click the **‘Browse’** button to select the document(s) for attaching.

**Note:** File names and file paths cannot use any special characters (%’&^\*#@) except an underscore or hyphen.

12. Under **‘Select Document Security from the following:’**, select the applicable radio button for the document’s security level.

**Note:** It is the filer’s responsibility to denote the correct security level on every document.

13. Click the **‘Attach’** button to attach the document.

**Note:** Multiple attachments may be made by selecting a document, its security level and then clicking the **‘Attach’** button.

**Filing/Submission - Attachment(s)**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**DISCLAIMER:** It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

**Attachment Process:**

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

**Note:** The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf **Browse...**

**Select Document Security from the following:**

☒ Public ☐ Highly Confidential ☐ Proprietary

**Attach** **Done with Attach** **Delete**

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14. Click the **‘Done with Attach’** button after all the attachments have been uploaded.

Filing/Submission - Attachment(s)

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**DISCLAIMER:** It is the sole responsibility of the person or entity submitting a “Public” version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded “Proprietary” and “Highly Confidential” information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

**Attachment Process:**  
1: Click Browse to select the document from your local/Network drive or type the path to the document.  
2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.  
3: Click “Attach” button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).  
4: Click “Done With Attach” button when you are done attaching document(s) for this submission.

Note: The system will not allow you to attach more than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

*To remove an item from the ‘Attachment’ list, click the ‘Delete’ checkbox and then click the ‘Delete’ button below.*

*The ‘Attachment’ list contains the ‘Security Level’ selected for each document.*

Delete	Attachments	Security Level
<input type="checkbox"/>	<a href="#">test doc.pdf</a>	Public

Attach Done with Attach Delete

15. After verifying the security levels on the attachment(s), click the **‘OK’** button to continue to the **‘Non-Case Related Submission’** screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?

OK Cancel

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16. Click the ‘Submit’ button to submit the non-case filing.

**Non-Case Related Submission**

**SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

**\* Required Fields**

\* Type of Utility:

\* Company:

\* Type of Submission:

Applicable Case No.:

Date Filed:

Comments:   
(Allows only 250 characters)

Sl.No.	Attachment(s)	Security Level
1.	<a href="#">test.doc.pdf</a>	Public

17. Click the ‘OK’ button to submit the filing or the ‘Cancel’ button if changes need to be made.

**Message from webpage**

Press OK to submit or Cancel to review all data entered before final submission

A confirmation screen with the tracking number will appear.

18. Click the ‘OK’ button to return to the ‘Filing/Submission’ screen.

**Non-Case Related Submission**

Your request for Non Case submission, BCOM-2017-0005, has been successfully submitted  
Date: 7/27/2016 Time: 8:58:55 AM

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or [datacenter@psc.mo.gov](mailto:datacenter@psc.mo.gov).